



FLORIDA HOUSE OF REPRESENTATIVES

2012 MESSENGER PROGRAM

General Information

- Messengers are 15-18 years old.
- They work in the Capitol and surrounding buildings in the Capitol Complex. They assist the representatives by delivering mail, messages, and other miscellaneous items. They may also assist in committee meetings.
- As time allows, messengers may participate in optional tours and educational activities. This may include a mock session, observing a live committee meeting, touring the Governor's Mansion, the Florida Supreme Court, the Museum of Florida History, and the Historic Capitol.
- Messengers work from 8:00 am to 5:00 pm Monday-Friday. The House does not assume responsibility for messengers when not at work.
- Messengers are required to attend orientation the Monday morning of their week of participation. At orientation, they will receive a complete schedule for the week. Families are encouraged to attend orientation and any of the optional tours and activities.

Member Sponsorship

Students are chosen to participate in the program by the 120 representatives who make up the Florida House. Each representative may sponsor one page and one messenger. An application without a representative's signature will be placed on the alternate list.

Transportation, Lodging, and Food

Messengers are responsible for their own transportation to Tallahassee and to the Capitol each day. They are also responsible for their own lodging arrangements and food. The House does not offer any financial assistance.

Compensation

Messengers can receive a stipend or service hours credit for their week of participation. The stipend is calculated at the rate of \$5.15 an hour based on the amount of hours worked. In order to receive the stipend, a student must submit a W-4 form, an I-9 form, and a clear photocopy of his or her social security card. The forms must be legible and completed correctly. These forms will be provided upon acceptance into the program and should be mailed to the program coordinator immediately. **Change in Program:** Forms are due no later than the end of the first day of your work week. Students on the alternate list are not guaranteed a stipend. Failure to provide the required information above by the due date will result in students being awarded service hours in lieu of a stipend.

Application Process

- Complete the application on the next page.
- Once all signatures are obtained, mail the completed application to the address listed by November 14.
- You will not receive confirmation that your application was received.
- Assignments will not be made until after the deadline for applications.
- After the deadline, all applicants will receive notification in the mail. Students accepted into the program will receive a guidebook with the required forms, including a medical form.



FLORIDA HOUSE OF REPRESENTATIVES

2012 REGULAR SESSION MESSENGER APPLICATION

Name (print): _____

Name you prefer to be called: _____

Address: _____

City: _____ State: _____ Zip: _____

Birth Date: _____ Age: _____ Sex: _____ Home ph: _____

Parent(s) mobile: _____

Students mobile: _____

Parent's Email: _____ Parent's work ph: _____

Available Weeks 2012

Choose the first three weeks you would like to serve, with # 1 being your first choice, or write "any."

January 9-13 _____

January 17-20 _____

January 23-27 _____

Jan. 30 - Feb. 3 _____

February 6-10 _____

February 13-17 _____

February 20-24 _____

Feb. 27 - March 2 _____

March 5-9 _____

Mandatory Signatures

By signing this application, you are giving permission for the above named student to participate in the Page or Messenger Program during one of the weeks they have selected.

Parent/Guardian (sign) _____

(print) _____ Date _____

Name of School _____

School Principal (sign) _____

(print) _____ Date _____

Without a Representative's signature, your name will be placed on the alternate list.

Representative (sign) _____

Print: _____ Dist. # _____ Date _____

Please check if you would like to receive

☐ Service hours credit. If you need documentation of your hours, you must request this from the program coordinator.

☐ Stipend. By checking this box, you acknowledge that a W-4 form, an I-9 form, and a photocopy of your social security card must be submitted by the first day of your week of service in order to receive the stipend.

The deadline for applications is November 14, 2011. Assignments will not be made until after the deadline.

SEND COMPLETED APPLICATION TO:

The Florida House of Representatives
Page & Messenger Program
513 The Capitol, 402 S. Monroe Street
Tallahassee, FL 32399-1300

For questions, please contact:

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